



**DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER
111 EAST CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256**

REPLY TO
ATTENTION OF:

ATZK-DAS

6 May 2009

MEMORANDUM FOR

**Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters**

SUBJECT: Thunderbolt Policy Memo No. 43-7 – Contracted Instructors

1. This policy memorandum provides guidelines that apply to contracted instructors for courses taught at the US Army Armor Center (USAARMC). Contracted instructors have become an integral part of our training team, and to provide standardization across USAARMC, this policy clarifies certain areas of responsibility and outlines basic guidelines for the use of contract instructors. Overarching guidance is simple: the use of contract instructors or cadre will not degrade the quality of training. The supported military unit maintains sole responsibility for ensuring instruction standards are maintained regardless of the type of instructor.

2. General guidelines that apply to contracted instructors are as follows:

a. Contract instructors will meet the skills and knowledge requirement for training they are assigned to support.

b. Within 60 days of being hired, contract instructors must complete all required instructor training, pass instructor check-out, and begin teaching initial classes. Extensions can be granted by the contracting office representative (COR) with approval by the Director, Armor School (DAS), when command generated scheduling conflicts preclude meeting this 60-day goal. Failure to meet these minimum instructor qualifications will render the instructor unsuitable to perform instructor services for the Government.

c. Instruction presented is governed by a program of instruction (POI). Instructional tasks generally performed by Soldier instructors in support of the POI can be performed by contractor instructors as either a primary instructor or assistant instructor.

d. Contract instructors are generally limited to 80-96 hours in a 2-week pay period per standard contract mechanisms. Government requirements for instructor time over the contract specified maximum hours allowance must be submitted to the COR and approved in advance.

e. The number of instructors supporting a specific POI, Soldier or contractor, will be the quantity required to achieve the prescribed student/instructor ratio, or as close to that ratio as can be achieved with the instructor resources available.

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f. Continental United States temporary duty (TDY) for contract instructors is authorized but must be identified a minimum of 45 days in advance. Contract personnel will be placed in a travel status by their employer, not on Government travel orders. Funds must be available and received at the contracting office at the 45-day mark to support the TDY, or the TDY will have to be cancelled or postponed. Outside the Continental United States TDY by contract instructors is not authorized.

3. Restrictive guidelines that apply to contracted instructors are as follows:

a. There cannot be an employer-employee relationship between the contractor employee and the Government. The Government provides contractor supervisors the classes they need to teach (date, time, location, and POI #, i.e., the training schedule). The contractor supervisor assigns instructors who have been suitably qualified by the Government to instruct that class.

b. Contractor personnel will not supervise cadre (military and DA Civilians). When a contractor is acting as an instructor or serving as a certified/approved range officer in charge (OIC)/safety officer, that contractor is executing an approved lesson plan and is not acting as a supervisor of government personnel even though the contractor is giving direction to government personnel.

c. Contractor personnel will not serve as drill sergeants, advanced individual training platoon sergeants, Basic Officer Leadership Course III Black 6s, or Maneuver Captain's Career Course small group instructors. Exceptions to this rule must be approved by the Commander, USAARMC.

d. Contractor personnel will not make decisions to determine whether a student fails a course; that authority remains with the Government.

e. Use of contract instructors will not cause degradation of training.

f. Contractor personnel will not lead high risk training, as defined by the supported military unit commander based on experience and composite risk management.

g. Contractor personnel will not submit official documents or reports on behalf of units they are supporting without signature of the military commander of the supported unit.

4. Instructor requirements for a particular course will be identified in a contract. General responsibilities of contracted instructors are as follows (not inclusive):

a. Prepare and conduct instruction, remediation, and testing.

b. Serve as subject matter expert to provide input into updating instructional material.

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c. Ensure compliance with all safety procedures during instruction and execution of training events and missions.

d. Serve as a range/training area OIC or Safety Officer if qualified/certified by the supported unit military leadership and with general officer approval (via waiver to Range Control) on a case-by-case basis.

e. Make on-the-spot adjustments to a training plan, scenario, or event based on safety considerations.

f. Serve as a vehicle crew evaluator during field training exercises if certified/qualified to do so by the supported unit military leadership.

5. The DAS holds primary USAARMC staff responsibility for oversight of contracted instructor utilization.

A handwritten signature in black ink, appearing to read "David A. Teeple".

DAVID A. TEEPLES
COL, AR
Commanding

DISTRIBUTION:

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